



DISABILITY INSURANCE PROGRAM (DIP)

SHORT TERM DISABILITY (STD) CLAIM APPEALS PROCESS

INITIAL CLAIM FILING OR REQUEST FOR BENEFIT EXTENSION

1. Employee files an initial STD claim or a request for an extension of STD benefits with The Hartford.
2. The Hartford reviews the claim and approves or denies the request for STD benefits or the request for an extension of STD benefits.
3. **IF** STD benefits are **DENIED OR TERMINATED**, The Hartford provides the employee and the employing organization with the reasons for the denial or termination in writing by certified mail, return receipt requested within 10 days of the decision to deny or terminate benefits.

LEVEL I APPEAL – ADMINISTERED BY THE HARTFORD

4. The employee may file an appeal with The Hartford within 90 days of the postmark date of the notice to deny or terminate benefits from The Hartford. The written appeal should be addressed and mailed to the following address:

Benefit Management Services
Atlanta Disability Claim Office
RE: DISABILITY APPEAL
The Hartford
P.O. Box 14301
Lexington, KY 40512-4301
Tel: (800) 549-6514/ Fax: (866) 411-5613

IMPORTANT NOTICE ABOUT YOUR APPEAL DEADLINE DUE TO COVID-19 EMERGENCY EFFECTIVE JULY 29, 2020:

Due to the COVID-19 National Emergency, the period between March 1, 2020 and December 23, 2020, (sixty days after the end of the National Emergency declaration) will be disregarded when determining your appeal deadline, as set forth above. As of this time, the National Emergency has not ended. This means that the days that you have to appeal will not be counted during this period.

5. The Hartford approves or denies the appeal then provides written notice by certified mail, return receipt requested to the employee, the employing organization and the Statewide Benefits Office within 10 days of the decision date.

DISABILITY INSURANCE PROGRAM (DIP)

SHORT TERM DISABILITY (STD) CLAIM APPEALS PROCESS (CONT'D)

LEVEL II APPEAL – ADMINISTERED BY THE STATE OF DELAWARE

6. **IF DENIED**, the employee may file an appeal of the denial in writing to the Appeals Administrator within 20 days of the postmark date of the decision notice from The Hartford. The written appeal should be addressed and mailed to the following address:

Appeals Administrator
RE: DISABILITY APPEAL
Statewide Benefits Office
97 Commerce Way, Suite 201
Dover, DE 19904
Tel: (302) 739-8331/ Fax: (302) 739-8339

IMPORTANT NOTICE ABOUT YOUR APPEAL DEADLINE DUE TO COVID-19 EMERGENCY EFFECTIVE JULY 29, 2020:

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7. The Appeals Administrator from the Office of Management and Budget (or his/her designee) shall conduct an internal review of the appeal and provide written notice of the decision to the employee, the employing organization and The Hartford within 30 days of speaking with the employee.

LEVEL III – ADMINISTERED BY THE STATE OF DELAWARE

8. **IF THE DENIAL IS UPHELD**, the employee may file a written appeal to the State Employee Benefits Committee (SEBC) within 20 days of the postmark date of this letter. Your written appeal request should be mailed to the following address:

Co-Chair, State Employee Benefits Committee (SEBC)
RE: DISABILITY APPEAL
Department of Human Resources
Haslet Armory, Second Floor
122 Martin Luther King Jr. Blvd. South
Dover, DE 19901
Tel: (302) 739-4195
Fax: (302) 739-3000

DISABILITY INSURANCE PROGRAM (DIP)

SHORT TERM DISABILITY (STD) CLAIM APPEALS PROCESS (CONT'D)

IMPORTANT NOTICE ABOUT YOUR APPEAL DEADLINE DUE TO COVID-19 EMERGENCY EFFECTIVE JULY 29, 2020:

Due to the COVID-19 National Emergency, the period between March 1, 2020 and December 23, 2020, (sixty days after the end of the National Emergency declaration) will be disregarded when determining your appeal deadline, as set forth above. As of this time, the National Emergency has not ended. This means that the days that you have to appeal will not be counted during this period.

9. The SEBC receives the appeal and:
 - a. Identifies an appropriate officer from the Office of Management and Budget as the Hearing Officer. The Hearing Officer conducts a hearing and submits a report to the SEBC within 60 days of the date of the hearing. The SEBC accepts or modifies the report and notice of the decision is postmarked to the employee within 60 days; OR
 - b. Hears the appeal and notice of the decision is postmarked to the employee within 60 days of the hearing.

LEVEL IV – ADMINISTERED BY SUPERIOR COURT

10. **IF THE DENIAL IS UPHELD**, the employee may appeal the decision to the Delaware Superior Court within 30 days of the postmark date of the decision from the State Employee Benefits Committee.

IMPORTANT NOTICE ABOUT YOUR APPEAL DEADLINE DUE TO COVID-19 EMERGENCY EFFECTIVE JULY 29, 2020:

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